



DEFENSE TRAVEL MANAGEMENT OFFICE

New Web-based Training Courses Available

I. DTS Software Update

Fifteen new DTS web-based training courses are now available. Choose from courses in the following series: DTS Basics; Authorizing/Reviewing Official; DTS Special Topics; DTA; and Programs and Policies. Users can navigate quickly through screens to find high level information which can serve as refresher training. Users may also click on "Simulations" and "Explore and Apply" buttons to receive more detailed information.

Training is available through the Training Center in TraX. A detailed listing of the new courses is available below:

DTS Basic Series

About DTS

This class provides an introduction to DTS, explaining how to access and navigate the system. It serves as an excellent precursor to Basic DTS Travel Documents.

Basic DTS Travel Documents

This class provides instruction on how to create travel documents (authorizations, vouchers, and local vouchers) in DTS. This class is recommended for DoD travelers and those who create travel documents for them. Authorizing Officials and Routing Officials will also benefit from this class.

The DTS Approval Process

This class is designed to instruct Routing Officials on how to review and approve documents using DTS. It explains the electronic stamping procedure, how to delegate reviewing and approving authority, and the consequences of applying various stamps to a document.

Authorizing/Reviewing Official Series

The DTS Approval Process

This class is designed to instruct Routing Officials how to review and approve documents using DTS. It explains the electronic stamping procedure, how to delegate reviewing and approving authority, and the consequences of applying various stamps to a document.

Routing Official Overview

This web-based overview presents the information needed by Routing Officials so they can efficiently use DTS. There are five sections covered in this overview: Overview, Route and Review, Cancel a Trip, Constructed Travel, and Debt Management.

Training for Accountable Officials/Certifying Officers

This class is designed to familiarize Accountable Officials and Certifying Officers with their duties and responsibilities.

DTS Special Topics**OCONUS Travel**

There are many aspects of travel that may need to be taken into account when traveling OCONUS. This class highlights considerations when using DTS to arrange for OCONUS travel such as currency conversion, reservation issues when crossing the International Date Line, the use of foreign airlines, and differences in reimbursable expenses.

Constructed Travel

Constructed Travel is used to compare travel costs when a traveler requests approval to use a form of transportation other than the one directed by the Authorizing Official. This class explains the correct way to submit a request and how to prepare a cost-comparison using a Constructed Travel Worksheet, as well as how trip entitlements may be affected.

Group Travel

This class explains how to make group travel arrangements for travelers sharing transportation and lodging, and how to create a group authorization in DTS.

Personal Leave with Official Travel/Leisure in Conjunction with Official Travel (PLOT/LICWO)

This class explains how to use DTS to obtain travel and lodging reservations, enter appropriate reimbursable expenses, modify per diem entitlements, and correctly claim reimbursements when combining personal travel with official business.

Cancellation Procedures

This class demonstrates how to cancel trips in DTS, whether expenses were incurred for the trip or not. It outlines the correct cancellation procedures to guarantee that correct reimbursements are made, ensuring that neither the traveler nor the government incur any additional expenses after the cancellation.

Itinerary Adjustments

This class provides instruction on how to adjust trip dates and reservations due to changes in travel requirements after an authorization has been created in DTS. In addition, the course explains the differences between making adjustments and amendments and the impact of both on the approval process.

Fiscal Year (FY) Crossover

The purpose of this class is to provide an overview of the fiscal year crossover process for the local Finance and Budget Defense Travel Administrators. The class includes a review of lines of accounting rollover and copy functions. Students will also learn how to set up associated budgets for the new fiscal year.

DTA Series**Maintenance Tool: Overview**

This class teaches authorized Defense Travel Administrators (DTAs) to create and maintain key organizational elements in DTS including personnel, groups of travelers, routing lists, and the hierarchy of organizations. This class provides an overview of the functions available in the DTA Maintenance Tool;

describes how to navigate through the tool; and provides information about controlled access, permission levels, and roles.

Maintenance Tool: Organizations

This class teaches authorized Defense Travel Administrators (DTAs) to create and maintain key organizational elements in DTS including personnel, groups of travelers, routing lists, and the hierarchy of organizations. This class teaches DTAs how to maintain their hierarchical organizational structure to help facilitate the routing of electronic travel documents, maintenance of accounting information, and running of reports.

Maintenance Tool: Groups

This class teaches authorized Defense Travel Administrators (DTAs) how to create and maintain key organizational elements in DTS including personnel, groups of travelers, routing lists, and the hierarchy of organizations. This class describes how DTAs restrict access to travelers' personal information and travel documents by assigning travelers to "groups" and only allowing certain users access to group members' profiles and travel documents.

Maintenance Tool: Routing Lists

This class teaches authorized Defense Travel Administrators (DTAs) to create and maintain key organizational elements in DTS including personnel, groups of travelers, routing lists, and the hierarchy of organizations. This class reviews how DTAs create and maintain electronic routing lists (the names, in order, of officials who must digitally "sign" a document in order for it to be approved) in order to complete the travel and reimbursement process.

Maintenance Tool: People

This class teaches authorized Defense Travel Administrators (DTAs) to create and maintain key elements of DTS including personnel, groups of travelers, routing lists, and the hierarchy of organizations. This class explains how DTAs manage the personal information of users assigned to their organization. It explains how to create user profiles, update users' personal information, delete or detach users from organizations, and view the groups to which travelers are assigned.

Maintenance Tool: Reports

This class explains how to produce reports in DTS. Understanding DTS's reporting capabilities will assist in answering questions such as how many travelers went to conferences last year, what funding is available, and what bottlenecks exist in the electronic routing chain.

Programs & Policies**Travel Policies**

This class outlines the rules and regulations behind DoD TDY travel. It is recommended for all DoD travelers, anyone who creates travel documents for DoD travelers, or approves those travel documents. Other individuals involved in the travel process may benefit as well.

Travel Card Program

This class provides an overview of the DoD Government Travel Charge Card (GTCC) program. The class includes sections on obtaining, using, and paying off balances on the GTCC. It is recommended for anyone who has, and uses a GTCC.

Rental Car Program

This class provides an overview of the DoD Rental Car program, and includes information about the rules behind the program and tips for renting cars when traveling on official business. The class is recommended for all DoD travelers.

City Pair Program

This class provides an overview of the DoD City Pair program. The class includes information on rules and regulations guiding the program, as well as the traveler's responsibilities. It is recommended for all travelers.